



# **GLOUCESTER COUNTY PUBLIC SCHOOLS**

Pay Plan

2009-2010

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## **HIGHLIGHTS OF SCALES**

### **2009-2010**

- The starting teacher salary for the Bachelor's scale is \$36,630.
- There is no salary increase for any employee. A new starting salary scale for beginning teachers was established to preserve years of completed service.
- The Administrative and Classified Pay Scale is no longer included in the Pay Plan.
- Educational/degree stipends are being maintained to reflect the School Board's commitment to attracting and retaining the most highly qualified instructional staff.
- Some supplements have been eliminated or reduced.

## **National Board Certification Program for Teachers**

Gloucester County Public Schools recognizes and supports the benefits of the National Board Certification Program for teachers. To this end, a \$2,400 supplement will be guaranteed to teachers for the first year they are certified. Inasmuch as the Commonwealth of Virginia also recognizes employees with a financial incentive, Gloucester County Public Schools will adhere to the following procedures:

1. Up to \$2,300 (less any grants received) will be reimbursed to teachers upon verification that the state has received their approved application seeking National Board Certification.
2. Once a teacher is notified (usually in the fall) that they have achieved National Board Certification, Gloucester County Public Schools guarantees a \$2,400 supplement for that school year.
3. Currently, the Commonwealth of Virginia provides a financial incentive for years beyond initial certification. For those years, Gloucester County Public Schools guarantees that if state support falls below the \$2,400 level, Gloucester County Public Schools will make up any difference, up to and including the entire \$2,400.

Reference: Policy File No. GBBC-R (Tuition Assistance)

## Gloucester County Public Schools 2009-2010 Teacher Scale

Years *	BA	BA+15	MA	Dual MA	Doctorate
0	\$36,630	\$37,590	\$40,230	\$42,030	\$43,830
1	\$37,000	\$37,960	\$40,600	\$42,400	\$44,200
2	\$37,370	\$38,330	\$40,970	\$42,770	\$44,570
3	\$37,744	\$38,704	\$41,344	\$43,144	\$44,944
4	\$38,121	\$39,081	\$41,721	\$43,521	\$45,321
5	\$38,502	\$39,462	\$42,102	\$43,902	\$45,702
6	\$38,887	\$39,847	\$42,487	\$44,287	\$46,087
7	\$39,276	\$40,236	\$42,876	\$44,676	\$46,476
8	\$39,669	\$40,629	\$43,269	\$45,069	\$46,869
9	\$40,066	\$41,026	\$43,666	\$45,466	\$47,266
10	\$40,467	\$41,427	\$44,067	\$45,867	\$47,667
11	\$41,074	\$42,034	\$44,674	\$46,474	\$48,274
12	\$41,690	\$42,650	\$45,290	\$47,090	\$48,890
13	\$42,315	\$43,275	\$45,915	\$47,715	\$49,515
14	\$42,950	\$43,910	\$46,550	\$48,350	\$50,150
15	\$43,594	\$44,554	\$47,194	\$48,994	\$50,794
16	\$44,248	\$45,208	\$47,848	\$49,648	\$51,448
17	\$44,912	\$45,872	\$48,512	\$50,312	\$52,112
18	\$45,586	\$46,546	\$49,186	\$50,986	\$52,786
19	\$46,270	\$47,230	\$49,870	\$51,670	\$53,470
20	\$46,964	\$47,924	\$50,564	\$52,364	\$54,164
21	\$47,903	\$48,863	\$51,503	\$53,303	\$55,103
22	\$48,861	\$49,821	\$52,461	\$54,261	\$56,061
23	\$49,838	\$50,798	\$53,438	\$55,238	\$57,038
24	\$50,835	\$51,795	\$54,435	\$56,235	\$58,035
25	\$51,852	\$52,812	\$55,452	\$57,252	\$59,052
26	\$52,889	\$53,849	\$56,489	\$58,289	\$60,089

### Instructional Employee Degree Stipends

Doctorate	\$7,200
Dual Masters	\$5,400
Masters	\$3,600
National Board Certification **	\$2,400
15 Hours in a Masters Program ***	\$960

\* Years equal completed years of service.

\*\* See National Board Certification Program for Teachers on Page 2.

\*\*\* 15 hours must be in an approved program that results in a Master's Degree.

## ADMINISTRATIVE & CLASSIFIED GRADE ASSIGNMENTS

<u>Grade</u>	<u>FLSA</u>	<u>Title</u>
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**This section is  
under review.**

### **Associate Titles/Grades**

Executive Associate II	Grade 12
Executive Associate I	Grade 11
Administrative Associate II *	Grade 10
Administrative Associate I **	Grade 9
Office Associate II ***	Grade 8
Office Associate I ****	Grade 7

\* includes Budget Specialist II, Human Resources Specialist, Payroll Specialist II, and School Administrative Associate II

\*\* includes Budget Specialist I, Dispatcher, Payroll Specialist I, School Administrative Associate I, and SBO Receptionist

\*\*\* includes School Office Associate II

\*\*\*\* includes School Office Associate I

### **Classified Employee Supplements**

Tier I	\$1,100	
Tier II	\$2,200	(includes Tier I)
Tier III	\$3,400	(includes Tier II)
Cafeteria Manager – High School	\$2,100	
Cafeteria Manager – Middle School	\$1,050	
Custodial Foreman – High School	\$3,000	
Custodial Foreman – Middle School	\$1,500	
Custodial Foreman – Elementary School	\$1,000	
Custodial Assistant Foreman – High School	\$1,500	
Custodial Assistant Foreman – Middle School	\$1,000	
Custodial Assistant Foreman – Elementary School	\$750	
Grounds Assistant Foreman	\$2,200	
Commercial Pesticide Applicator	\$860	
Registered Pesticide Applicator	\$400	
Virginia Contracting Associate	\$500	

## **Transitioning Guidelines**

The goal of these guidelines is to provide a clear and comprehensive understanding for transitioning facilities, technology, transportation, and groundskeeping staff from one pay grade to another, and those achievements necessary in order to qualify.

When transitioning involves moving from one grade to another, it will be done with no increase in salary, unless the employee's current salary is less than the minimum salary on the new grade.

All transitions will be made in accordance with Policy File No. GCBBA.

The employee is responsible for notifying the Office of Human Resources of a change in degree status, as well as confirming that an official transcript is on file.



## **Facilities**

Facilities Technician - Degreed Associate's Degree in Related Field and Master License	Grade 14
Facilities Technician III Master Level	Grade 12
Facilities Technician II Journeyman Level	Grade 11
Facilities Technician I Apprentice / Entry Level	Grade 10

Transitioning requires possession of appropriate state license and/or degree. Employees will move to appropriate scale and receive designated supplement. All transitions will follow the guidelines of File No. GCBBA.

Licensure is recognized for the following trades: Electrical, Plumbing, HVAC, Refrigeration

## **Facilities Supplements**

Supplements to recognize industry certifications\* for Facilities Technicians are as follows:

Tier I	ASE Parts Cert.; or NICET I; or Journeyman Level License	\$1,100
Tier II	National Locksmith Cert.; or NICET I & II Cert.; or ASE Parts Cert. & CPPB; or Master Level License	\$2,200
Tier III	Tier 2 + Associate's Degree	\$3,400

**Employees transitioning between tiers shall receive the difference between the old tier and the new tier.**

**Certifications/licensures must be maintained, and a current certificate must be on file in the Office of Human Resources in order to continue to receive the supplement.**

### **\* Certifications:**

- ASE – Automotive Service Excellence (5 years)
- NICET – National Institute for Certification of Engineering Technologies (3 years)
- CPPB – Certified Professional Public Buyer (5 years)

## **Technology**

<b>Coordinator, Technology Training</b>	Grade 16
<b>Manager, Technology Repair and Maintenance</b> (Computer Support and Copier and Audio/Visual Support Managers)	Grade 15
<b>Technology Technician III *</b> Minimum 8 years experience/mastery in technology field, documented experience in multiple areas of advanced information technology field, and the recommendation of the Director of Technology	Grade 12
<b>Technology Technician II *</b> Minimum 2 years experience in technology field	Grade 11
<b>Technology Technician I *</b> Entry Level	Grade 10

\* Convergence, Digital, Field, Help Desk, Network, and Server Technicians may be assigned to any of the above grades.

All transitions will follow the guidelines of File No. GCBBA.

### **Technology Supplements**

Supplements to recognize industry certifications\* and years of experience for Technology Technicians require a Technology Director's annual recommendation and are as follows:

Tier I	Primary certifications (2) that are necessary for assigned role	\$1,100
Tier II	Additional certification(s) that encompass multiple areas of responsibility	\$2,200
Tier III	Advanced certification(s) for technology personnel that encompass escalating experience in multiple areas of advanced information technology	\$3,400

**Employees transitioning between tiers shall receive the difference between the old tier and the new tier.**

**Certifications/licenses must be maintained, and a current certificate must be on file in the Office of Human Resources in order to continue to receive the supplement.**

#### Certifications:

Comptia – A+, Convergence +, N+ (Network), Printer +, S+ (Server), Security +  
Microsoft – MCDST, MCITP, MCSA, MCTS, MSCE  
Other – BICSI, CIS, Nortel Meridian, VoIP (for installed system)

## **Transportation**

Automotive Technician III Master Level	Grade 12
Automotive Technician II Journeyman Level	Grade 11
Automotive Technician I (Automotive and Parts Technician)	Grade 10
Automotive Helper	Grade 7

Transitioning requires successful completion of ASE certifications as outlined below. Employees will move to appropriate scale and receive designated supplement. If employees fail to recertify for ASE certification, they will no longer be eligible for supplement, with no loss of grade. All transitions will follow the guidelines of File No. GCBBA.

### **Transportation Supplements**

Supplements to recognize industry certifications for Automotive Technicians are as follows:

Tier I	ASE** Parts Certified	\$1,100
Tier II	ASE** Journeyman Certified or CPPB*** (state procurement) for Parts Technician	\$2,200
Tier III	ASE** Master Certified	\$3,400

**Employees transitioning between tiers shall receive the difference between the old tier and the new tier.**

**Certifications/licensures must be maintained, and a current certificate must be on file in the Office of Human Resources in order to continue to receive the supplement.**

**\*\* Certifications:**

- ASE – Automotive Service Excellence
- CPPB – Certified Professional Public Buyer

## **ASE Certification Requirements for Tier Levels**

### **TIER 1 - ASE CERTIFIED AUTOMOTIVE PARTS TECHNICIAN**

Successfully pass the ASE Automotive Parts Specialist Tests for:  
Automotive Parts Technicians  
Communication Skills  
Customer Relations  
Vehicle Identification  
Inventory Management

### **TIER 2 - ASE JOURNEYMAN CERTIFIED AUTOMOTIVE TECHNICIAN**

Successfully pass the ASE Automotive Tests for:  
Engine Repair  
Manual Drive Train  
Brakes  
Electrical Systems  
Engine Performance  
*AND*  
Successfully pass the ASE Test for:  
Either Heavy Duty Truck or School Bus  
Diesel Engines  
Brakes  
Electrical Systems

### **TIER 3 - ASE MASTER CERTIFIED AUTOMOTIVE TECHNICIAN**

All Automotive Journeyman Requirements PLUS:  
Successfully pass the ASE Automotive Tests for:  
Automatic Transmission/Transaxle  
Suspension & Steering  
Heating & Air Conditioning  
*AND*  
Successfully pass the ASE Heavy Duty Equipment Tests for:  
Gasoline Engines  
Drive Train  
Suspension & Steering  
*OR*  
Successfully pass the ASE School Bus Tests for:  
Drive Train  
Suspension & Steering  
Body Systems & Special Equipment

**Employees transitioning between tiers shall receive the difference between the old tier and the new tier.**

**Certifications/licenses must be maintained, and a current certificate must be on file in the Office of Human Resources in order to continue to receive the supplement.**

## **Gloucester County Public Schools** **2009-2010 Transportation Pay Scale**

<u>Bus Drivers</u>	<u>Starting Salary</u>
Single Run Driver	\$9,210
Double Run Driver	\$11,048
<u>Bus Assistants</u>	
Single Run Assistant	\$8,028
Double Run Assistant	\$9,633

### **Differentials/Supplements**

New Horizon Vocational Runs Supplement	\$8,000	
Pre-School Program Mid-day Supplement (4 Days / Week)	\$3,000	
Two-Year-Old Program Mid-day Supplement (1 Day / Week)	\$750	
Attendance Incentive for Bus Drivers/Assistants	\$100	Semester *
Summer School Drivers/Assistants	\$40.00	Daily
Bus Assistants to Drivers	\$8.00	Daily
Extended Bus Runs (Mileage Supplement)	\$.10	Mile (over average miles + 10) **
Field Trip / Activity Bus Runs	\$9.75	Hourly
In-Service/Miscellaneous	\$9.00	Hourly
Trainers/Instructors - DMV Cert.	\$10.75	Hourly
Trainers/Instructors - Non-DMV Cert.	\$9.75	Hourly
Triple Runs for Bus Drivers	15%	of Driver's Base Pay

\* Attendance Incentive Criteria: No absences with the exception of personal leave or court leave. The \$100 per semester incentives will be paid in February and August respectively.

\*\* Extended Bus Runs: Calculation based upon driver's average miles, plus ten (10) additional miles. This will be submitted for School Board approval in the September meeting.

Mileage supplements will be paid monthly and only for actual days worked.

**Gloucester County Public Schools**  
**2009-2010 Food Services Pay Scale**

<b><u>Position</u></b>	<b>Starting Salary / Wage</b>
Cafeteria Manager	\$16,914
Cafeteria Assistant Manager	\$13,394
Cafeteria Worker (Hourly)	\$8

Illustrative salaries for Cafeteria Managers are based upon a 185 day, 7.5 hour contract. Illustrative salaries for Assistant Managers are based upon a 182 day, 7.5 hour contract. Cafeteria workers are hourly employees. Workers with 6 or more hour contracts are eligible to receive benefits.

**Supplements**

Cafeteria Manager – High School	\$2,100
Cafeteria Manager – Middle School	\$1,050

**Gloucester County Public Schools**  
**2009-2010 Substitute / Temporary Salary Scale**

Instructional / Professional – Daily

Guest Teacher – Local Certification	\$60.00	Daily
Guest Teacher – $\geq$ 60 Semester Hours	\$65.00	Daily
Guest Teacher – Degreed	\$75.00	Daily
Guest Teacher – Long Term *	\$95.00	Daily
Paraprofessional	\$55.00	Daily

Instructional / Professional – Hourly

Homebound / Adult Education / A.B.E. / G.E.D.	\$27.00	Hourly
Supplemental Rate for Instr. (Cert.) (Student Contact)	\$27.00	Hourly
Supplemental Rate for Instr. (Cert.) (No Student Contact)	\$20.00	Hourly

Professional

Nurse – Degreed / R.N. / B.S.N.	\$95.00	Daily
Nurse – Sixty Semester Credit Hours / L.P.N.	\$85.00	Daily

Summer School

Clerical	\$15.00	Hourly
Counselor	\$27.00	Hourly
Licensed Sub	\$25.00	Hourly
Non-Licensed Sub (Local)	\$20.00	Hourly
Paraprofessional	\$15.00	Hourly
Security (High School)	\$15.00	Hourly
Teacher	\$27.00	Hourly

Support Staff

Clerical	\$8.00	Hourly
Custodian	\$9.00	Hourly
Food Service Worker	\$8.00	Hourly

Transportation

Bus Assistant – Single Run	\$39.00	Daily
Bus Assistant – Double Run	\$47.00	Daily
Bus Driver – Single Run (Regular and Special Education)	\$43.00	Daily
Bus Driver – Double Run (Regular and Special Education)	\$52.00	Daily
Bus Driver – Triple Run	\$57.00	Daily
Bus Driver – Standby	\$20.00	Daily

\* If a teacher holding a valid teaching certificate substitutes 30 consecutive days in the same classroom situation, the compensation to that teacher is the long-term rate.

Effective July 24, 2009, the minimum hourly wage is \$7.25.

Gloucester County Public Schools School Year 2009-2010 Supplements					
Loc.	Title	Payments	09-10 Alloc.	09-10 \$ Amt.	09-10 Total
<b>ATHLETICS</b>					
GHS	Football Coach - Head	Nov	1	4,400	4,400
GHS	Basketball Coach - Boys - Head - V	Mar	1	3,600	3,600
GHS	Basketball Coach - Girls - Head - V	Mar	1	3,600	3,600
GHS	Baseball Coach - Head - V	May	1	3,200	3,200
GHS	Softball Coach - Head - V	May	1	3,200	3,200
GHS	Spring Track Coach - Head	May	1	3,200	3,200
GHS	Wrestling Coach - Head	Mar	1	3,200	3,200
GHS	Football Coach - Asst. - V/JV	Nov	6	3,000	18,000
GHS	Gymnastics Coach - Head	Mar	1	3,000	3,000
GHS	Basketball Coach - Boys - Asst. - V	Mar	1	2,600	2,600
GHS	Basketball Coach - Girls - Asst. - V	Mar	1	2,600	2,600
GHS	Basketball Coach - Boys - JV	Mar	1	2,600	2,600
GHS	Basketball Coach - Girls - JV	Mar	1	2,600	2,600
GHS	Crew Coach	May	1	2,600	2,600
GHS	Cross Country Coach - Head	Nov	1	3,200	3,200
GHS	Field Hockey Coach - Head - V	Nov	1	2,600	2,600
GHS	Soccer Coach - Boys - V	May	1	2,600	2,600
GHS	Soccer Coach - Girls - V	May	1	2,600	2,600
GHS	Swim Coach	Mar	1	3,200	3,200
GHS	Volleyball Coach - Boys - V	Nov	1	2,600	2,600
GHS	Volleyball Coach - Girls - V	Nov	1	2,600	2,600
GHS	Tennis Coach - Boys	May	1	2,500	2,500
GHS	Tennis Coach - Girls	May	1	2,500	2,500
GHS	Winter Track Coach - Head	Mar	1	2,500	2,500
GHS	Wrestling Coach - Asst. - V/JV	Mar	1	2,400	2,400
GHS	Baseball Coach - Asst. - V	May	1	2,200	2,200
GHS	Baseball Coach - JV	May	1	2,400	2,400
GHS	Crew Coach - Asst.	May	1	2,000	2,000
GHS	Cross Country Coach - Asst.	Nov	1	1,800	1,800
GHS	Golf Coach	Nov	1	2,300	2,300
GHS	Softball Coach - Asst. - V	May	1	2,400	2,400
GHS	Softball Coach - JV	May	1	2,400	2,400
GHS	Spring Track Coach - Asst.	May	2	2,200	4,400
Pag	Baseball Coach	May	1	2,000	2,000
Pea	Baseball Coach	May	1	2,000	2,000
Pag	Basketball Coach - Boys	Mar	1	2,000	2,000
Pea	Basketball Coach - Boys	Mar	1	2,000	2,000
Pag	Basketball Coach - Girls	Nov	1	2,000	2,000
Pea	Basketball Coach - Girls	Nov	1	2,000	2,000
Pag	Cheerleader Sponsor (For 2 Seasons)	(Per Season)	1	2,000	2,000
Pea	Cheerleader Sponsor (For 2 Seasons)	(Per Season)	1	2,000	2,000
Pag	Field Hockey	Nov	1	2,000	2,000
Pea	Field Hockey	Nov	1	2,000	2,000
GHS	Field Hockey Coach - JV	Nov	1	1,800	1,800
GHS	Soccer Coach - Boys - JV	May	1	1,800	1,800
GHS	Soccer Coach - Girls - JV	May	1	1,800	1,800
Pag	Softball Coach	May	1	2,000	2,000
Pea	Softball Coach	May	1	2,000	2,000
GHS	Winter Track - Asst.	Mar	2	1,800	3,600
GHS	Cheerleading Sponsor (Per season)	1/2 Nov 1/2 Mar	2	1,800	3,600
Pag	Athletic Director	May	1	1,000	1,000
Pea	Athletic Director	May	1	1,000	1,000
GHS	Cheerleader Sponsor - JV	1/2 Nov 1/2 Mar	2	1,200	2,400
GHS	Field Hockey - Asst. - V	Nov	1	1,200	1,200



Gloucester County Public Schools School Year 2009-2010 Supplements					
Loc.	Title	Payments	09-10 Alloc.	09-10 \$ Amt.	09-10 Total
GHS	Gymnastics - Asst. - V	Mar	1	1,000	1,000
GHS	Athletic Director - Asst. (Per Season)	Nov/Mar/May	3	700	2,100
GHS	Weight Room Trainer (Per Season)	Nov/Mar/May	3	700	2,100
Pag	Baseball - Asst.	May	1	500	500
Pea	Baseball - Asst.	May	1	500	500
Pag	Basketball - Boys - Asst.	Mar	1	500	500
Pea	Basketball - Boys - Asst.	Mar	1	500	500
Pag	Basketball - Girls - Asst.	Nov	1	500	500
Pea	Basketball - Girls - Asst.	Nov	1	500	500
Pag	Field Hockey - Asst.	Nov	1	500	500
Pea	Field Hockey - Asst.	Nov	1	500	500
Pag	Softball - Asst.	May	1	500	500
Pea	Softball - Asst.	May	1	500	500
<b>ACTIVITIES</b>					
GHS	Yearbook	May	1	2,500	2,500
GHS	S.C.A.	May	1	1,800	1,800
GHS	Junior Class	May	1	1,800	1,800
GHS	Newspaper	May	1	1,800	1,800
GHS	Senior Class	May	1	1,800	1,800
Pag	Yearbook	May	1	1,500	1,500
Pea	Yearbook	May	1	1,500	1,500
GHS	National Honor Society	May	1	1,000	1,000
GHS	Beta Club	May	1	1,000	1,000
Elem	Yearbook	1/2 Dec 1/2 May	6	400	2,400
Pag	NJHS	May	1	550	550
Pag	SCA	May	2	550	1,100
Pea	NJHS	May	1	550	550
Pea	SCA	May	2	550	1,100
<b>CO-CURRICULAR (INCLUDING COMPETITIONS/CLUBS)</b>					
GHS	Marching Band	Nov	1	3,826	3,826
GHS	Drama	May	1	3,575	3,575
GHS	Choral	May	1	3,575	3,575
Pag	Band	May	1	1,560	1,560
Pea	Band	May	1	1,560	1,560
GHS	Academic Challenge/Scholastic Bowl	May	1	1,800	1,800
GHS	Debate	May	1	1,800	1,800
GHS	Flag Team (Fall)	Nov	1	1,800	1,800
GHS	Forensics	May	1	1,800	1,800
GHS	Assistant Band Directors	Nov	1	1,000	1,000
GHS	Robotics Challenge Coach	1/2 Dec 1/2 May	1	550	550
Pag	Choral - Performance Prep	May	1	450	450
Pag	Choral - After School Performance Group	May	1	650	650
Pea	Choral - Performance Prep	May	1	450	450
Pea	Choral - After School Performance Group	May	1	650	650
Pag	Robotics Challenge Coach	1/2 Dec 1/2 May	2	550	1,100
Pea	Robotics Challenge Coach	1/2 Dec 1/2 May	2	550	1,100
Dist/Gift	Odyssey of the Mind Coaches	after comp.	3	450	1,350
Dist/Tech	Great Computer Challenge	after comp.	20	250	5,000
CT	FBLA (Future Business Leaders of America)	May	3	400	1,200
CT	FCCLA (Family/Career/Community Leaders of America)	May	2	400	800
CT	Skills USA	May	2	400	800
CT	TSA - Technology Student Association	May	2	400	800

Gloucester County Public Schools School Year 2009-2010 Supplements					
Loc.	Title	Payments	09-10 Alloc.	09-10 \$ Amt.	09-10 Total
<b>INSTRUCTIONAL LEADERSHIP</b>					
GHS	Coor. for Driver Education	1/2 Dec 1/2 May	1	1,350	1,350
GHS	Summer Coor. for Driver Education	August	1	700	700
GHS	Senior Boards Coordinator	May	1	400	400
Dist	Child Study	1/2 Dec 1/2 May	9	1,500	13,500
Dist/Tech	Gradebook Manager	1/2 Dec 1/2 May	1	1,000	1,000
Dist/Gift	Grade Level Contacts - Elementary	1/2 Dec 1/2 May	6	500	3,000
Dist/Gift	Grade Level Contacts - Middle	1/2 Dec 1/2 May	6	400	2,400
Dist/Gifted	Grade Level Mentors - High	1/2 Dec 1/2 May	4	400	1,600
Dist Math/Sci	Math Coaches	1/2 Dec 1/2 May	6	1,000	6,000
Elem/M.S.	SubRemote Operator	1/2 Dec 1/2 May	8	750	6,000
Dist/Tech	Webmaster	1/2 Dec 1/2 May	9	500	4,500